

SAMPLE NOTIFICATION LETTER TO SHORT LIST FIRMS (RFP)*****(FOR FIRMS SELECTED TO THE PRE-APPLICATION SHORT LIST)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are pleased to advise you that your firm has been selected to submit a proposal to _____ (sponsor name or the DOTD) _____ for _____ (name of advertised project) _____.

Your firm was one of _____ firms selected to the Pre-Selection Short-List from a field of respondents. This selection was based upon evaluation scores of the Statement of Qualifications. The firms selected to the Pre-Selection Short-List, in no particular order, are as follows:

1. _____ (FIRM #1) _____
2. _____ (FIRM #2) _____
3. _____ (FIRM #3) _____

We will be contacting you shortly regarding preparation of a proposal for this project. Thank you for your interest in this project.

Very truly yours,

Consultant Selection Committee

cc:DOTD